TRANSFER CREDIT APPROVAL FORM FOR SEMESTER/FULL-YEAR STUDY ABROAD PROGRAMS
FOR NON-ENGINEERING MAJORS ONLY
Office of the Registrar

Print Name_____

Expected Rensselaer Graduation Date: _____/_____
(month) (year)

Term you entered RPI: Fall Spring Summer Year:_____

Major(s)_____

RIN # _____

E-mail Address:_____@rpi.edu

Study Abroad Program/Institution_____

Semester(s) Abroad: _____ /_____
Fall or Spring/Year

Is this an affiliated program? Yes ___ No ___
(visit www.undergrad.rpi.edu for a list of affiliated programs)

Please read the following instructions before completing this form:

1. **Effective Fall 2010, all entering freshmen:**
   - May transfer a maximum of 32 credits, (this also includes Advanced Placement credits, up to 16 transfer credits from Non-Affiliated Study Abroad programs or other equivalent credit).
2. **All Students:**
   - No more than 8 credit hours of HASS courses or Advanced Placement credits, may be transferred toward the HASS Core Requirement.
   - Students must earn equivalent the equivalent of a C- or better to transfer credit. A study abroad course may not be taken as pass/fail.
   - No grade is shown on the Rensselaer transcript for study abroad credits. They are NOT included in your quality point average, but they ARE included in the earned hours total.
   - A student who repeats at another institution a course that he/she failed at Rensselaer may be required by his/her department at Rensselaer to pass an examination before transfer credit is approved.
3. **Students participating in Non-Affiliated Study Abroad programs:**
   - No more than two Science courses (max of 8 credits total) toward satisfying their Science Core Requirement.
   - Have the college send an Official Transcript directly to the Rensselaer Registrar's Office, Academy Hall 2000 level, 110 8th St, Troy, NY 12180-3590.
   - Must obtain the approval of the Advising and Learning Assistance Center if the courses you wish to transfer are part of the last 30 credits of your undergraduate degree.
4. Submit this completed form to the Office of International Programs, Walker Lab Room 4102, and **keep a photocopy for your own records.**

For Students in the Schools of Architecture, Management, Science, and HASS: in the space below, please indicate the course(s) you are planning to take abroad. Indicate whether the courses appear on the REACH Transfer Equivalencies list on SIS. Courses not in SIS must be approved by the Study Abroad Transfer Credit Approval Evaluator in the department of the course(s) you are having evaluated. Your overall plan of study must be approved by your Academic Advisor.

Course Number	Course Title	Semester Credit Hours	Is the course listed in the SIS REACH Catalog?	Transfer Credit Approval Evaluator (Signature is required only if the course does NOT appear in the SIS REACH Catalog).
Study Abroad Class				Printed Name
Rensselaer Equivalent				Signature
Study Abroad Class				Printed Name
Rensselaer Equivalent				Signature
Study Abroad Class				Printed Name
Rensselaer Equivalent				Signature

Academic Advisor: _____
Print Name Signature Date

If participating in a Non-Affiliated program and transfer course is part of last 30 credits:

Advising & Learning: _____
Assistance Center 2106 Sage Building (Signature Date

STUDY ABROAD TRANSFER CREDIT APPROVAL EVALUATORS

To the Student:
The faculty and academic advisors listed below are responsible for approving the transfer of credit for study abroad students. If the courses are not on the pre-approved list on SIS, you should provide these individuals with descriptions of the course(s) that you wish to take overseas with a description of the corresponding Rensselaer courses for which you would like to be granted credit. A completed and signed Transfer Credit Approval Form for Semester/Full-Year study Abroad Programs must accompany your study abroad application. Please note that the transfer of credit does not occur until an official transcript is received from the host institution. A grade of ***C-*** or better must be achieved in order to receive Rensselaer credit; courses may not be taken on a pass/fail basis.

Evaluators: Visit the Office of International Programs website for information on credit-hour conversions: http://undergrad.rpi.edu/

DEPARTMENT	EVALUATOR	CAMPUS LOCATION	CONTACT INFORMATION
Architecture	Ms. Lecia O'Dell	103 Greene	odelll@rpi.edu
Biology	Professor Harry Roy	3C07 Science Center	royh@rpi.edu
Biology (Accelerated Physician-Scientist Prog.)	Professor Harry Roy	3C07 Science Center	royh@rpi.edu
Biochemistry/ Biophysics	Professor Harry Roy	3C07 Science Center	royh@rpi.edu
Bioinformatics & Molecular Biology	Professor Harry Roy	3C07 Science Center	royh@rpi.edu
Business & Management	Ms. Beth Ann Macey	3210 Pittsburgh	maceyb2@rpi.edu
Computer Science	Professor Charles Stewart	330B MATLS	stewart@cs.rpi.edu
Chemistry	Professor Ron Bailey	117 Cogswell	bailer@rpi.edu
Engineering			
BME	Professor Stan Reisman	JEC 7th Floor	reisms@rpi.edu
CBE	Professor Joel Plawsky	Ricketts 122	plawsky@rpi.edu
CEE	Professor Michael O'Rourke	JEC 4046	orourm@rpi.edu
ECSE	Mr. David Nichols	JEC 6046	Nichols@esce@rpi.edu
ISE (DSES)	Professor Bill Foley	5211 LOW	foleyw@rpi.edu
MANE	Ms. Marie Dieffenbach	JEC 2012	dieffm@rpi.edu
	Professor Catalin Picu	JEC 2048	picuc@rpi.edu
MSE	Professor Daniel Gall	204 MATLS	galld@rpi.edu
Earth & Environmental Science	Professor Frank Spear	1W04 Science Center	spearf@rpi.edu
Environmental Science	Professor Richard Bopp	369 MATLS	boppr@rpi.edu
Humanities, Arts & Social Sciences	Ms. Elizabeth Large	5208 Sage	largee@rpi.edu
Information Technology & Web Science	Ms. Linda Kramarchyk	202 Lally	kramal@rpi.edu
Mathematics	Professor Harry McLaughlin	333 Amos Eaton	mclauh@rpi.edu
Physics	Professor Peter Persans	1C10 Science Center	persap@rpi.edu